Vocabularies and Common Data Elements Workspace
Meeting Record
100 - 300 PM EST
November 18, 2004

Teleconference Information:
800.369.6099
Passcode: 14469
Moderator: Christine Richardson

Net-Centra Information:
http://ncicb.centra.com
Meeting ID: PNR276656

Planned Key Decisions and/or Outcomes:	The VCDE WS will address potential governance strategies for caBIG data standards review and approval process. Workspace participants will make decisions concerning the scope, process and the details of workflow concerning the governance of data standards in the caBIG.
Executive Summary:	Kathleen Gundry presented a workflow governance process dealing with CDE data standards and the role that the VCDE WS will play. It is important to note that the VCDE WS is involved in two distinct sets of activities in dealing with caBIG CDEs: • Facilitation of registration of CDEs in the caBIG context of the caDSR • Review and approval process in the promotion of CDEs to caBIG standards It was agreed that a mechanism for assigning responsibility for data standards review process needs to be addressed. Review and Reviewer requirements need to be defined. It was also agreed that it will be necessary to consult with subject matter experts outside the VCDE WS for high level review of standards, but that this will be decided on a case-by –case basis.
Action Items/Next Steps:	*(see table below)*

Name Responsible	Action Item	Date Due
Mike Keller	Follow-up and solve problem of the listserv is not recognizing extension aliases	11/24/04
Christine Richardson/Mike Keller	Arrange meeting with Kathleen Gundry, Chris Chute to discuss potential standards voting mechanisms	11/24/04
VCDE WS	Provide feedback on information packages sent to WS participants	12/2/04

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Attendees:		
	Name	**Affiliation**
	Xin Zheng	Albert Einstein
	Quan Chen	Albert Einstein
	Hong Dang	Alpha-Gamma
	David Aronow	Ardais
	Claudine Valmonte	EMMES Corp
	Brian Campell	EMMES Corp
	Bob Robbins	Fred Hutchinson
	Mark Thornquist	Fred Hutchinson
	Lee Davis	Fred Hutchinson
	Jim Kadin	Jackson Lab
	Martin Ringwald	Jackson Lab
	Chris Chute	Mayo
	Harold Solbrig	Mayo
	Jim Buntrock	Mayo
	Peter Covitz	NCICB
	Leslie Derr	NCICB
	Frank Hartel	NCICB
	George Komatsoulis	NCICB
	Dianne Reeves	NCI/CCR
	Larry Wright	NCI/OC
	Kathleen Gundry	SAIC
	Lynne Wilkens	University of Hawaii
	Leo Cheung	University of Hawaii
	Mike Becich	UPMC
	Rebecca Crowley	UPMC
	Christine Richardson	VCDE WS-caBIG Project Team
	Mike Keller	VCDE WS-caBIG Project Team

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Detailed Meeting Notes:	**caBIG Data Standards Governance Process Proposals**
	Kathleen Gundry provided an overview and presentation of the suggested data standards review process. The proposed process merges the existing NCI process with the caBIG process. The discussion today only pertains to promotion of a CDE or group of CDEs to a standard.

- All CDEs will go into the caDSR

- CDEs need to be fully documented; allows for re-use

- Not every CDE will be promoted as a standard

- CDEs that are used across WS, studies, are good candidates for standardization

- Three status levels for a given CDE:

  - Qualified

  - Candidate

  - Registered/Accepted

- Checklist of minimal requirements

  - CDE must meet these requirements to reach qualified status

- By the time a proposed standard CDE gets to the VCDE WS it will have been reviewed and entered into the caDSR

- While CDEs are being promoted to a standard, they can be used by any Context, can also be used as a (proposed standard - interim status) caBIG standard

- The review process being discussed today will not keep people from doing work

  - If a CDE does not become an NCI/VCDE approved standard:

    - The CDE will still live in the caDSR with its appropriate status

    - Systems using that CDE will not have to re-vamp their system

- Need proper terminology to differ between CDE conceptualization and registration (Phase 1) and promoting a CDE to a standard (Phase 2)

- VCDE role will be final review of candidate standards
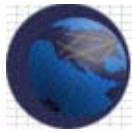
- Standards Review Package

- o Distributed examples of information review package submitted to caDSR Context Administrators group for standards related to date, time, and race and ethnicity

- o VCDE WS participants felt it was a good information package

  - ▪ Standards Requirements Checklist will accompany the information package

- We need a blending of Domain and Information science expertise at high level for standards review

- Important that we emphasize now the processes that we will implement in the pilot

- We need a bias toward action and flexibility in the review process

- We need to develop mechanism for revisions to standards

- Value concept and domain can be separated in a given CDE

- Guiding principles

  - o Do we have the best CDE?

  - o Value Domain be designed to be extensible, if at all possible

- Several questions:

  - o What is the VCDE mentoring team's role in this process?

    - ▪ VCDE Mentoring teams will work with Domain WS to help them:

      - • Examine the caDSR for reusable CDEs

      - • Determine if there are appropriate external standards to consider

  - o Will domain curators be identified?

    - ▪ caBIG curators will be one or more people from the Domain WS who will be experts in the use of the tools available for the development of CDEs and in the features of the caDSR

  - o What is the 'phenotype' of the caBIG curator?

    - ▪ Individuals with expert and fairly granular knowledge of a given field of study, interested in data and data models, (bioinformatics expert or librarian?)

- o Is there any way to shorten the 60-day review period if there is clear consensus?
  - The review period can be UP TO 60 days
- o RE: Confusion on time allotted for review period for a CDE
  - It has been said that a CDE can be approved within hours
  - Need to understand the distinction between registering CDEs within the caBIG Context and the CDE becoming a declared standard
  - CDE creation and approval for entry into caDSR can take hours, a CDE becoming a declared standard will have a longer review process
- o Will the approval process be in pieces or in bulk? For example, the CAP protocols in pathology domain
  - Can approve in pieces
  - Need to harmonize over time
    - Internal harmonization so there aren't inconsistencies or duplication
  - CTEP looked at CAP protocols and put them in CTEP Context previously; some of these may be reused in caBIG
- o What does a CDE released status mean?
  - A released CDE could flow directly to promotion as a standard
  - Released is an administrative workflow status
  - Think of it as releasing a CDE for broader review
  - The CDE can stay at qualified and not be promoted to a standard
- o What level of detail on CDE quality and completeness is optimal for review of a candidate standard CDE?
  - Need to be a very thorough review
- o How much work falls on the VCDE WS vs. the person/Domain WS submitting a CDE for review?
  - When a CDE is created it should meet all the requirements in the quality and completeness checklist.

- The group submitting a CDE for consideration as a standard will have to fill out the information package in order to submit it. This work will be done predominantly by the persons submitting the information package, in conjunction with the VCDE WS

  o Who is qualified to make this review? Can the VCDE WS do this or will it need to be extended to the broader community?

  - Review group studying the candidate standards packages need to have some good familiarity with the subject at hand.

  - Requires domain knowledge and ability to assess comparability and consistency across domains

  o Do we need a broader review? Open comment period?

  - Preliminary mechanism proposed has value and merit

  - Do we need explicit voting steward from Domain WS-has advantage of multi-domain/cross disciplinary?

  o Do these issues deal with elements across Contexts and published standards?

  - Yes

  o How will we manage assignments with the VCDE WS?

  - Potentially break into SIGs to look at standard or set of standards

  - Cross-disciplinary team to look at significant, complex standards

  o Practically speaking, what can we implement with current VCDE WS, Domain WS, mentoring teams today for a review mechanism in the caBIG pilot?

  - Identify a skeleton of a review mechanism

  - Have a mechanism for responsibility

    - Primary, secondary, tertiary reviewers

    - Primary person responsible for coordination of review of a given standard

      o Need a person with domain

> expertise, may need to go outside VCDE to get this
>
> o May need broader community review, for some standards, not necessarily all
>
> ▪ If a CDE is owned by another Context, this points to people with the needed expertise
>
> ▪ We will have to be driven by the data elements as they come in
>
> o Do we vote or do we reach consensus? How do we count the vote? What voting model to use?
>
> ▪ Consensus is not unanimity
>
> ▪ Kathleen Gundry will look into appropriate voting models
>
> o If someone does not agree on a standard, can they use their own CDE?
>
> ▪ If it is a standard they should use it
>
> ▪ So, frankly, no, if a standard exists, it should be used
>
> ▪ If there is a legitimate reason why a standard should not be used is acceptable.

Liaison / V-CDE Mentoring Team Reports

Strategic Planning Working Group

Mike Becich attended the Face-to-face meeting recently held. Mike will send Christine Joyce Niland's summary of the Face-to-face meeting and get it distributed to the VCDE WS for review and discussion

CTMS WS

Mike Becich attended the recent CTMS Face-to-face meeting. Very good model for a working meeting. Learned about Firebird and CARE. Important to map external organizations. CTMS and VCDE WS have 26 organizations volunteering in the space. Makes these WS the largest in terms of numbers.

ICR WS

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	RProteomics recently held a face-to-face meeting with their adopters. Developing a listserv for caARRAY users.
	TBPT WS
	John Gilbertson will not be heading up the VCDE SIG. Call out to fill that role. Face-to-face meeting being held Nov. 30th-Dec. 1st.
	Administrative Business
	Contacting Cancer Center financial people to discuss monthly reports and invoicing
Other *(copy & paste from agenda)*	caBIG Data Standards Governance111504 cabigCDEgovernance11704 Specification of Date and Time05102004mod. Specification of Race and Ethnicity08312004mod VCDE_Review_Issues